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File

OTR

OFFICE OF TRAINING REGULATION NO. 25-10

13 March 1956

SUBJECT: Office of Training Speaker Index

1. GENERAL

This Regulation establishes within OTR:

- a. A Speaker Index for centrally recording pertinent information regarding lecturers, for the use of Chiefs of Schools and course instructors.
- b. A system for issuing letters of appreciation acknowledging services rendered by these speakers.

2. RESPONSIBILITIES

- a. Chiefs of Schools and Staffs are responsible for:

- (1) Promptly reporting to the Speaker Index all information concerning guest lecturers. (See Attachment A, Speaker Index Form.)
- (2) Annually preparing letters of appreciation, for the signature of the Director of Training. (See Attachment B, Letter of Appreciation — Example.)

- b. The Chief, Instructional Services Branch, is responsible for:

- (1) Maintaining the Speaker Index.
- (2) Maintaining a record of letters of appreciation sent to contributors, and preparing consolidated letters when necessary as prescribed in paragraph 3.a.
- (3) Providing information and recommendations regarding guest lecturers upon request from instructors.

3. PROCEDURES

- a. Chief Instructors will:

- (1) Arrange details of lecture invitations.
- (2) Currently prepares, on Speaker Index Forms, information regarding all guest lecturers. (See Speaker Index Form, Attachment A.)

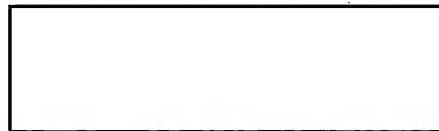
S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF TRAINING REGULATION NO. 25-10

13 March 1956

- (3) (a) Annually prepare, in December, undated letters of appreciation to guest contributors, addressed to the appropriate heads of major components, or to the appropriate officials of other governmental agencies, and forward them through the OTR Speaker Index to the Director of Training for signature. (See Letter of Appreciation -- Example, Attachment B.) Stereotypes should be avoided. The Speaker Index will hold all letters until 1 January, and should several letters pertaining to one guest contributor be received, the Index will consolidate them into a single letter for signature by the Director of Training. On 15 January, the Index will forward all letters to the DTR.
- (b) The above provision does not preclude the special preparation and submission to the Director of Training, through the Speaker Index, of commendatory letters at any time during the year when timeliness or other circumstances warrant. Usually, letters concerning participants from other government agencies will be prepared immediately following the time of their contributions to the OTR programs, and will be worded in general terms so that they can be unclassified.



Acting Director of Training

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Enclosures:

1. Attachment A - Speaker Index Form
2. Attachment B - Letter of Appreciation -- Example

Distribution:

Staff, School, and Branch Chiefs/OTR

-2-

S-E-C-R-E-T

S-E-C-R-E-T

ATTACHMENT A

SPEAKER INDEX FORM

(Submit a copy of this form for each lecture subject listed.)

(Date of Submission)

Speaker's Name _____

Lecture Subject(s) _____

Office and Component _____

Comments and Evaluation:

Originated by: _____

Approved and forwarded by: _____
(Chief, School or Staff)

S-E-C-R-E-T

ATTACHMENT B

LETTER OF APPRECIATION — EXAMPLE

(Submit original and 2 copies; route via Chief of School or Staff, to the Office of Training Speaker Index.)

MEMORANDUM FOR : (Chief of Office, Staff, or Foreign Division)
(Modify appropriately for non-Agency organizations.)

SUBJECT : Contributor's Name: Contribution to CIA Training Activity.

1. I wish to express to you our appreciation for the contribution(s) of (Name and organizational unit) during the past year in (courses and activities). The conduct of (his, her) presentation(s) and the value of the material(s) benefited both students and our Office of Training faculty members.

2. We believe this type of cooperation with your Office results in the production of better trained, more efficient Agency personnel, and we trust that we may look to you for continued support during the coming year.

3. I am taking the liberty of forwarding to the Office of Personnel, for inclusion in the official folder of (name), a copy of this memorandum of appreciation for contribution to CIA's training activity.

MATTHEW BAIRD
Director of Training

S-E-C-R-E-T